



# Department of Development Services

## Building Division

4701 W. Russell Rd • Las Vegas NV 89118  
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director • Gregory J. Franklin, Assistant Director

---

### SUBJECT: TG-80-2010 – QAA AGREEMENT AGENCY CHANGE

**1.0 PURPOSE:** The purpose of this Technical Guideline is to give general direction regarding the requirements to change the prime special inspection QAA agency, split the required special inspection required inspection items between multiple firms, or add/remove special inspection items. A QAA agreement is required under section 22.02.510 (B) of the Clark County Building Administrative Code.

**2.0 SCOPE:** When special inspections by an Approved Agency are required, the owner or the design professional acting as the owner's agent shall employ a Prime Agency. The Prime Agency shall provide special inspections in accordance with the special inspection agreement and as required by the technical codes. No changes of the Prime Agency shall be made without approval of the Building Official.

### 3.0 ABBREVIATIONS & ACRONYMS

**BAC:** Building Administrative Code

**CCDDS-BD** Clark County Department of Development Services-Building Division

**IBC:** International Building Code

**ICC:** International Code Council

**QAA** Quality Assurance Agency

**TG:** Technical Guideline

**SNA-IBC** Southern Nevada Amendments to the International Building Code

**APPROVED DATE: July 9, 2010**  
**EFFECTIVE DATE: August 10, 2010**

Revised By:	Concurred By:	Approved By:
<i>Stephen T. Toms</i>	<i>John S. Telford</i>	<i>Theodore L. Droessler</i>
Stephen T. Toms Senior Engineer	John S. Telford, P.E. Principal Engineer	Theodore L. Droessler, P.E. Manager of Engineering

**4.0 REFERENCES:** International Building Code  
Clark County Building Administrative Code  
TG-15, TG-16, TG-17, TG-50

**5.0 DEFINITIONS:** For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section, the IBC, and the BAC of Clark County.

**Construction Documents:** Plans, specifications, supporting calculations and other data prepared to describe the design, materials, physical characteristics, location, orientation, and scope of a proposed project necessary to obtain a permit.

**Quality Assurance Agency:** An agency approved by the Building Official to conduct special inspections and/or testing as required by Clark County Codes.

**Registered Design Professional:** An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

**Prime Agency:** An agency that maintains employment of a qualified engineering manager.

**6.0 RESPONSIBILITIES:**

**6.1 Prime Agency**

**6.1.1** The agency shall not perform special inspection activities on a project without being designated on the QAA special inspection agreement.

**6.1.2** The agency shall assist the owner/representative to the best of their abilities to facilitate a change in the QAA special inspection agreement.

**6.2 Subcontracted Agency**

**6.2.1** It is the responsibility of the Subcontracted Agency to submit a copy of all records of special inspection activities to the Prime Agency.

**6.3 Owner**

**6.3.1** The owner/representative must submit a request to CCDDS-BD to change the QAA special inspection agreement.

**6.4 Contractor**

**6.4.1** Shall cease all construction work that requires special inspection until the QAA agency change has been accepted by CCDDS-BD staff.

**6.5 CCDDS-BD Engineering Group**

**6.5.1** CCDDS-BD staff shall review all QAA special inspection agreement change requests.

**7.0 PROCEDURE:** QAA special inspection agreement change request shall be submitted to CCDDS-BD at 4701 W. Russell Road, Las Vegas, Nevada.

**7.1 Owner**

**7.1.1** The owner/representative must submit a request to CCDDS-BD to change the QAA special inspection agreement containing:

- A letter stating who will be performing the special inspection activities, the current status of the project, and when the change will occur.
- If the original prime agency has not performed any inspections. The new prime agency must provide a letter detailing the current status of the project, the special inspection services to be performed, and the projected project start date.
- When the owner wishes to change prime agencies during the course of construction all construction work requiring special inspection must cease until the QAA agency change has been accepted by CCDDS-BD staff. A partial final inspection report must be submitted to the CCDDS-BD office. The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform special inspection services for.

**7.1.2** When the QAA agreement is to be split between multiple QAA agencies and there have been no inspections performed to date on the items to be split, the owner/representative must submit a letter stating who will be performing the special inspection activities and the current status of the project.

**7.2 Original Prime Agency**

**7.2.2** The agency shall provide the owner with a letter describing the extent of their special inspection activities for the work performed.

**7.3 CCDDS-BD Engineering Group**

**7.3.1** The CCDDS-BD shall review and disposition the request within 7 working days after the receipt of the request.

**7.3.2** CCDDS-BD shall review the partial final reports for compliance with the BAC, Technical Guidelines, IBC, and the approved construction documents, when required. The CCDDS-BD structural group shall review and disposition the partial final report within 7 working days after the receipt of the report.

**7.3.3** Deficiencies in the partial final report requiring correction shall be sent to the original prime agency. When all deficiencies are corrected the QAA special inspection agreement change request will be processed.

**8.0 RECORDS:** The QAA special inspection agreement change request is a permanent record maintained by CCDDS-BD.

**9.0 ATTACHMENTS:**

**10.0 REVISION HISTORY**

<b>Title</b>	<b>Revision/Approved Date</b>	<b>Effective Date</b>
TG-80-2010	July 9, 2010	August 10, 2010
TG-80-2007	August 10, 2007	August 10, 2007